



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: June 03, 2017, Saturday

Time: 10.30 a.m.

The meeting commenced with a prayer by E Glitta Sumangali, Coordinator of IQAC. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. S. Maheswari	Chair person
2	E. Glitta Sumangali	Coordinator
3	A. Antony Maria Jansi	Member
4	M. Lallimathi	Member
5	K. Usha	Member
6	M. Bagyamathi	Member
7	T. Sarala	Member
8	Dr. P. Thiravidaprema	Member
9	J. Sumathi	Member
10	M. Santhana Mari	Member
11	A.Santha Maria	Member
12	D. Archana, M.Sc Physics	Student Representative
13	H. Bhagwati, B.C.A	Student Representative
14	D. Karutaiah Selvaraj	Parent Representative
15	R. Saranya, Department of English	Alumni Representative

Following are the agenda and resolutions passed in the meeting

1. Quality Initiatives

IQAC assures the stakeholders i.e., students, parents, staff, management and society in general - of the accountability and transparency in the quality management system of the institution and for ensuring the quality of education the following initiatives have been proposed for the academic year 2017 - 2018.

- Orientation for newly joined staff
- Encourage staff to participate and present papers in the national and international conference
- Upgradation of the qualification of the staff
- Establishing research ecosystem in the college by organizing national workshop/ conference
- Initiating reformation in continuous internal assessment tests
- Fostering leadership qualities to the students
- Updating the facility of the college
- Administering feedback from different stakeholders
- Documentation of the events and programmes

2. Faculty Development Programme

The members of the committee discussed and decided to cater skills in Communicative English. In line with that a series of the Communicative English Training programmes were organized by the English Literary Association on all Saturdays except second Saturday.

3. Imparting Leadership Skills to students

The members of the IQAC suggested to revise the responsibilities of the student council to encourage them to extend support in organizing programmes, maintaining discipline, and as a representation of students in planning events.

The members of IQAC collectively agreed to the above-taken decision and resolved to take necessary actions. The meeting ended with the vote of thanks


E GLITTA SUMANGALI

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Dr. S MAHESWARI

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: July 24, 2017, Monday

Time: 03.30 p.m.

The Meeting commenced with a prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. S. Maheswari	Chair person
2	E. Glitta Sumangali	Coordinator
3	A. Antony Maria Jansi	Member
4	M. Lallimathi	Member
5	K. Usha	Member
6	M. Bagyamathi	Member
7	T. Sarala	Member
8	Dr. P. Thiravidaprema	Member
9	J Sumathi	Member
10	M. Santhana Mari	Member
11	A.Santha Maria	Member
12	D. Archana, M.Sc Physics	Student Representative
13	H. Bhagwati, B.C.A	Student Representative
14	D. Karutaiah Selvaraj	Parent Representative
15	R. Saranya, Department of English	Alumni Representative

Following are the agenda and resolutions passed in the meeting after discussion:

Reformation in Continuous Internal Assessment

The members have decided to introduce one mark / objective type questions in Continuous Internal Assessment Tests to improve the learning outcomes.

1. Proposal to start new Programme (CDF)

As per the recommendation of the NAAC peer team to introduce job-oriented Entrepreneurial Skill-based programme and also the suggestions collected from the students, the members of the IQAC cell proposed to the management to introduce courses like B.Sc Costume Design and Fashion and M.A in Tamil.

2. Organizing National and International Conference

To assure a conducive and enabling environment for teaching, learning, and research measures to organize National and International Conference and encourage staff and students to participate and present research papers in the conference/seminar.

3. Parent- Teachers Meet

The members suggested to have parent-teachers meetings once a semester to discuss the academic performances of the students and to collect feedback on various aspects of the college.

The members of IQAC collectively agreed to the above-taken decision and resolved to take necessary actions. The meeting ended with a vote of thanks.


E GLITTA SUMANGALI

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: November 23, 2017, Thursday

Time: 10.30a.m.

The Meeting commenced with a prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. S. Maheswari	Chair person
2	E. Glitta Sumangali	Coordinator
3	A Antony Maria Jansi	Member
4	M. Lallimathi	Member
5	K. Usha	Member
6	M. Bagyamathi	Member
7	T. Sarala	Member
8	Dr. P. Thiravidaprema	Member
9	J. Sumathi	Member
10	M. Santhana Mari	Member
11	A. Santha Maria	Member

Following are the agenda and resolutions passed in the meeting after discussion:

1. Staff Assessment for the academic year

The members discussed on conducting Staff Assessment for every academic year. Exit Poll for the academic year shall be initiated where the students could do the Staff Assessment and assessment on various aspects of the college.

2. Staff Appraisal

It was decided to exercise an appraisal program for the staff appointed for the academic year 2017 - 18. The staff members were evaluated by concerned head of the department. The scores along with the scores from the Student appraisal of the staff can be submitted to the Secretary and principal.

3. Documentation

The members were requested to initiate the process of data collection and update the documents in IQAC office. The members explained the data requirements and supportive documents of the various activities that had to be consolidated before the advent of college day.


4. Stock Verification 2017 - 18

IQAC members decided to conduct Stock Verification for Arts and Science Disciplines and Outreach activities

5. Internal Audit

In order to ensure the quality of the departments and to setup initiatives for further enhancement internal audit would be conducted by the end of the academic year

The members of IQAC collectively agreed to the above-taken decision and resolved to take necessary actions. The meeting ended with a vote of thanks


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